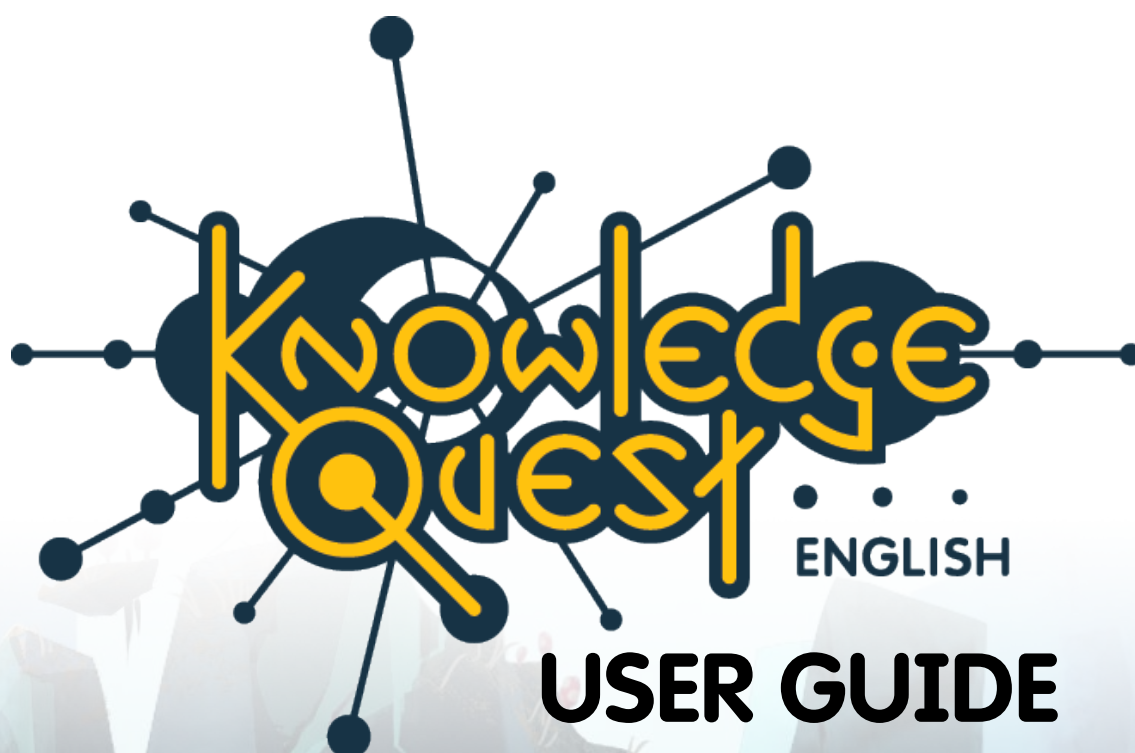


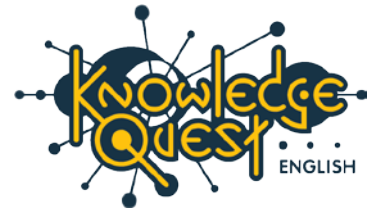
Your guide to getting started with
JacarandaPLUS digital resources



USER GUIDE

2014 EDITION

TEACHER EDITION



In this guide you will discover

JacPLUS system requirements	3
Setting up your JacPLUS account	4
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JacPLUS system requirements

Minimum browser requirements:

- Internet Explorer 9+, Mozilla Firefox 15+, Google Chrome 18+, Safari 5.0.6+, Opera 12+
- Adobe Flash Player 11+
- Javascript must be enabled (most browsers are enabled by default)
- Browser cookies enabled (Third party cookies optional).

Operating systems:

- Windows Vista, Windows 7, Windows 8, 8RT
- Mac OS 10.6+

Important note: Knowledge Quest Online Game (Student Edition) is Flash-based and is not iPad compatible.

Enabling Javascript in your browser

Internet Explorer

- In the **Tools** menu select **Internet Options**.
- Select the **Security tab** located at the top of the Internet Options window.
- From the list of zones at the top of the Security options, select the **Internet** icon.
- Select the **Custom Level** button located near the bottom of the screen.
- In the new window, scroll down to the item that reads **Active Scripting**.
- Select the option marked **Enable**.

Mozilla Firefox

- From the **Tools** menu select **Options** (on Mac select **Preferences** from the Firefox menu). If the Tools menu is not visible, press the **Alt** key on your keyboard.
- Select the **Content** button.
- Ensure **Enable JavaScript** is checked.

Google Chrome

- Select **Settings** from the **Customise and control Google Chrome** menu (the icon with 3 stacked horizontal lines) to the right of the address bar (on Mac select **Preferences** from the Chrome menu).
- Select **Show advanced settings...** at the bottom of the page.
- Under Privacy, select **Content settings...**
- Under the JavaScript heading, select **Allow all sites to run JavaScript** radio button.

Safari

- Select **Preferences** from the **Tools** menu (on Mac select **Preferences** from the Safari menu). Select the **Security tab** at the top.
- Ensure **Enable JavaScript** is checked.

Setting up your JacPLUS account

- 1 Go to www.jacplus.com.au.
 - 2 Click on the green **Create Account & enter your registration code(s)** button on the right of your screen.
 - 3 Fill in the required details on the form that appears in the next screen.
 - 4 Read and accept the terms and conditions.
 - 5 Click on the **Create account** button.
- Please make sure that your email address is correct and your password can be easily remembered.

Note: The email address that you use to create your account will be the username that you use to access your JacPLUS account and products.

Logging in to JacPLUS

When you log into JacPLUS, your username is your email address and your password is the one that you created during the setup of your account. Your username and password can also be found in your 'Welcome to JacarandaPLUS' email.

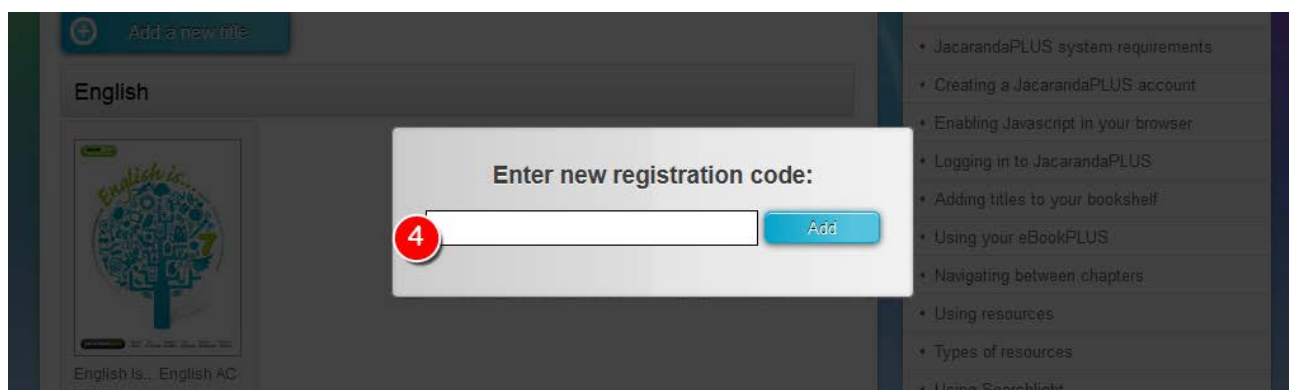
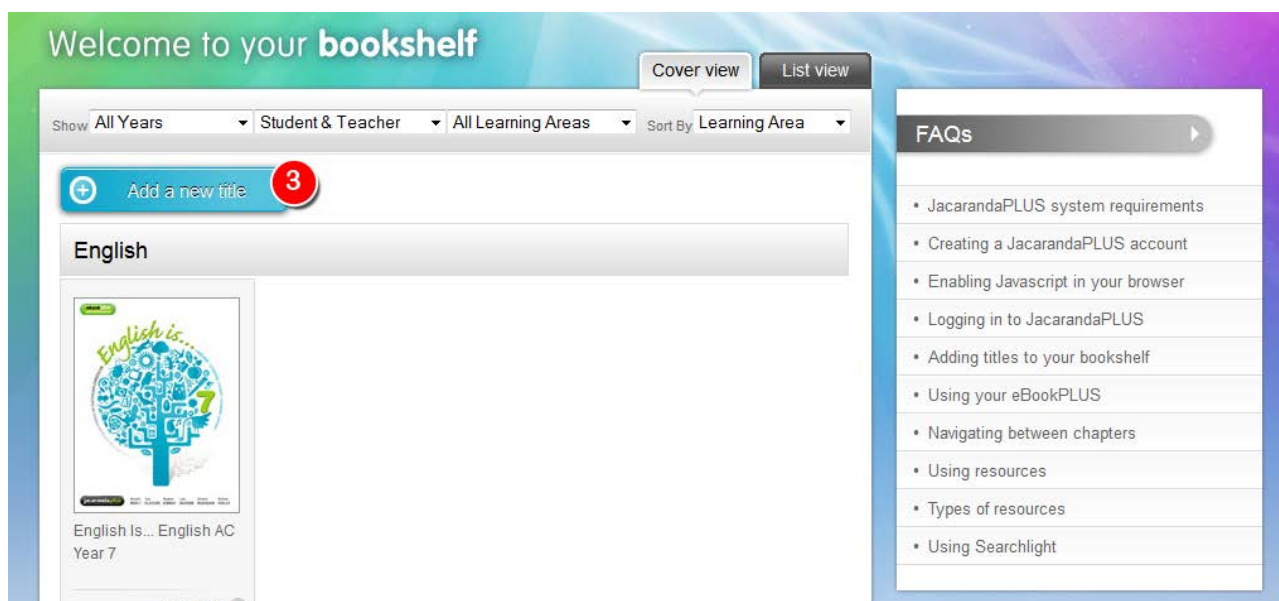
- 1 Open www.jacplus.com.au and enter your username and password in the bar at the top of the page and click the **Login** button.
- 2 If you have forgotten your password, you can click the **Forgotten password?** link on the homepage to have it emailed to you.



The screenshot shows the JacPLUS homepage. At the top, there is a navigation bar with 'jacaranda plus', 'Home', 'Contact us', and 'Help'. On the right side of the header, there is a login section with fields for 'Email' and 'Password', a 'Login' button, and links for 'Remember me.' and 'Forgotten password?'. A red circle with the number '1' is placed over the login fields. Below the header, there is a large banner image showing students working on computers. To the right of the image, the text '655,291 inspired learners' is displayed. Below this, a green button with the text 'Create Account & enter your registration code(s)' is highlighted with a red rectangle and a red circle with the number '2'. Below the banner, there are three columns of content: 'Why JacPLUS?', 'Try JacPLUS for FREE', and 'My JacPLUS'. The 'Why JacPLUS?' section describes the platform as the home of all Jacaranda's digital resources. The 'Try JacPLUS for FREE' section lists various resources like eBooks, English games, assessment tools, and exam practice. The 'My JacPLUS' section provides information on getting started and accessing digital support.

Adding JacPLUS resources to your bookshelf

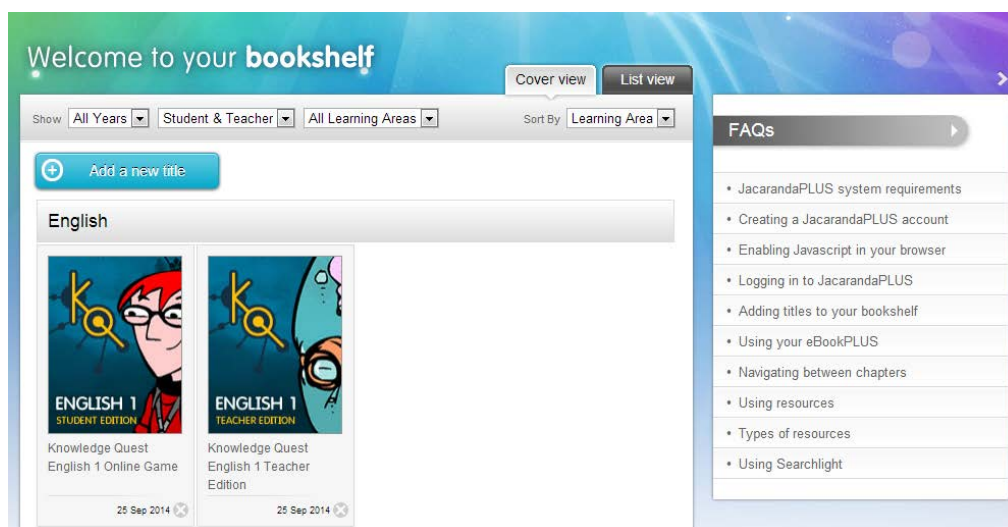
- 1 Log in to your JacPLUS account with your username and password.
- 2 Locate your unique registration code.
Note: Your registration code can be found in the front of your Knowledge Quest workbook, or if you have purchased the digital-only game, from the back of the online subscription card.
- 3 Click on **Add a new title**.
- 4 Enter your unique registration code into the pop-up box.
- 5 Read and accept the licence agreement to continue. Once you have agreed to the licence agreement a thumbnail of your new title will appear immediately in your bookshelf.
- 6 Repeat the process above to add more titles.



Getting started with Knowledge Quest Teacher Edition

Knowledge Quest Teacher Edition enables you to view student performance on the interactivities and Skillmastery questions taken in Knowledge Quest Student Edition game.

To access your Knowledge Quest Teacher Edition, click on the title within your bookshelf. Knowledge Quest Teacher Edition includes access to Knowledge Quest Student Edition.



Connecting with your students

Students must establish a connection with you in order for you to monitor their progress and to view their assessment activity and results.

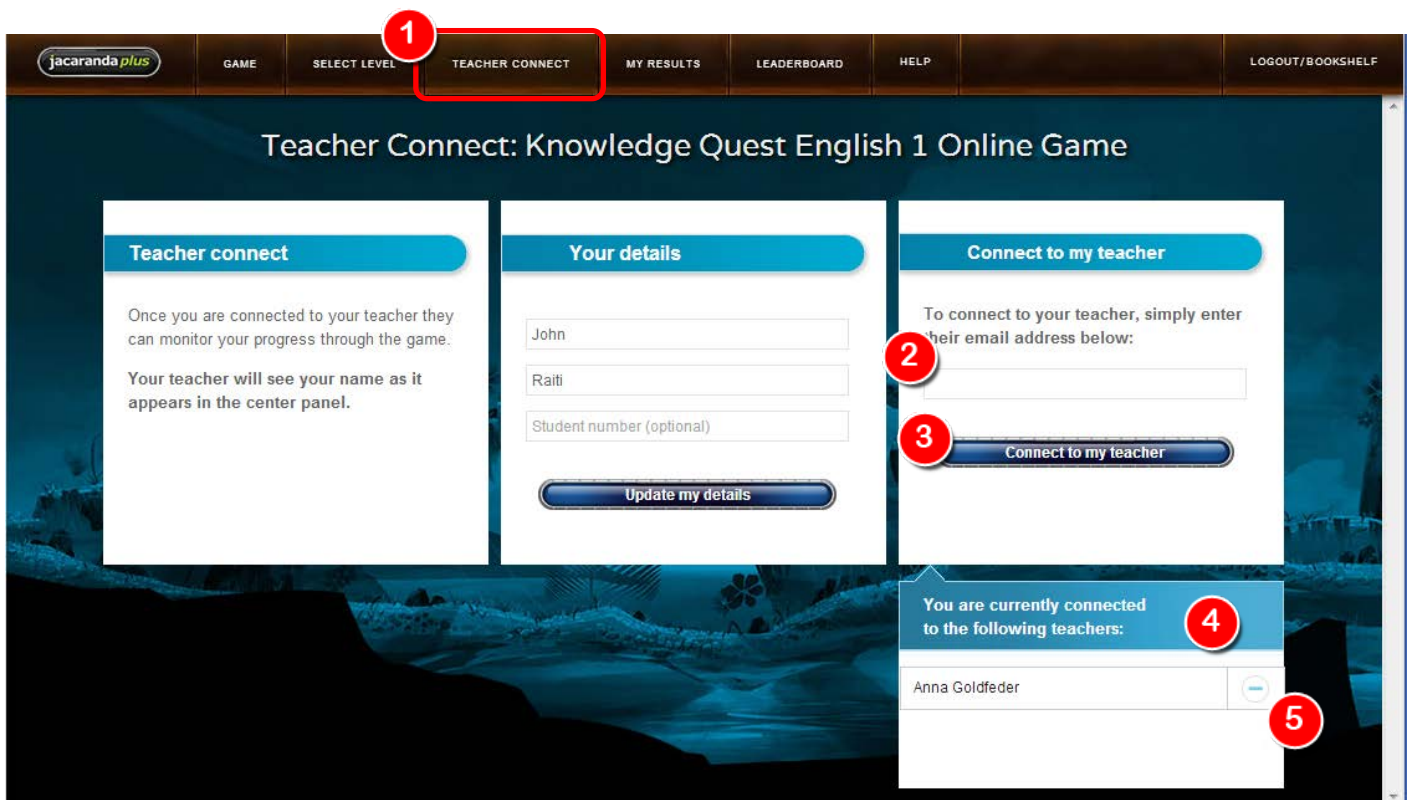
For students to connect to you, they:

- They need to know your JacPLUS email address, and,
- You need to have registered your Knowledge Quest Teacher Edition.



To connect a student to a teacher:

- 1 Students must select **TEACHER CONNECT** on their Knowledge Quest Student Edition.
- 2 Students must enter your JacPLUS email address in the Connect to my teacher panel.
- 3 Click **Connect to my teacher**.
- 4 Students may connect to more than one teacher. Teachers that students are connected to will appear listed.
- 5 Connection to a teacher(s) can be removed by selecting the **Remove** icon next to a student's name.



The screenshot shows the 'Teacher Connect' interface for Knowledge Quest English 1 Online Game. The top navigation bar includes 'jacaranda plus', 'GAME', 'SELECT LEVEL', 'TEACHER CONNECT' (highlighted with a red box and callout 1), 'MY RESULTS', 'LEADERBOARD', 'HELP', and 'LOGOUT/BOOKSHELF'. The main content area is titled 'Teacher Connect: Knowledge Quest English 1 Online Game' and is divided into three panels:

- Teacher connect:** Contains text explaining that once connected, teachers can monitor progress and that the student's name will appear in the center panel.
- Your details:** Contains input fields for 'John', 'Raiti', and 'Student number (optional)', along with an 'Update my details' button.
- Connect to my teacher:** Contains text 'To connect to your teacher, simply enter their email address below:', an input field, and a 'Connect to my teacher' button (callout 3).

Below the 'Connect to my teacher' panel, a section titled 'You are currently connected to the following teachers:' (callout 4) lists 'Anna Goldfeder' with a minus icon (callout 5) next to it, indicating the removal option.

Setting up groups

To view the assessment activity and results of your students, you need to create a group and add your students to that group. This is done in the **My groups** area of your Knowledge Quest Teacher Edition.

You can create as many groups as necessary, with students in multiple groups. For example, your class may be added as one group, with some students organised into one or more additional groups to monitor special needs or interests.

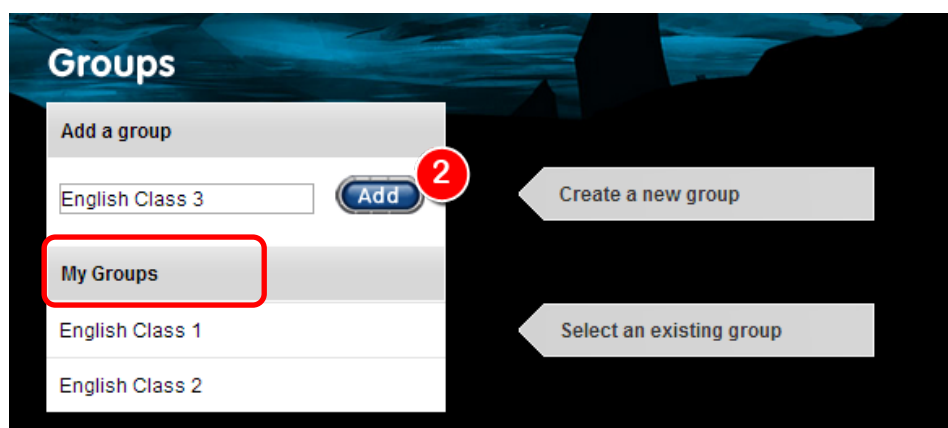
After you have created your groups, you can assign your students to a group.

- 1 Select **My groups** (or **Setup Students** for first-time users) in your Knowledge Quest Teacher Edition.

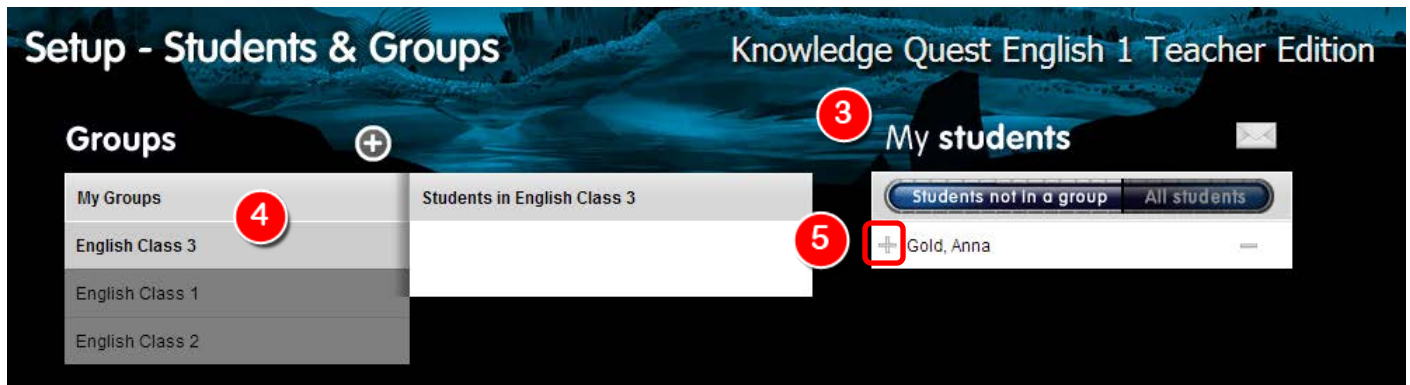


- 2 Type in the name that you wish to give the group (e.g. English Class 3) and select **Add**.

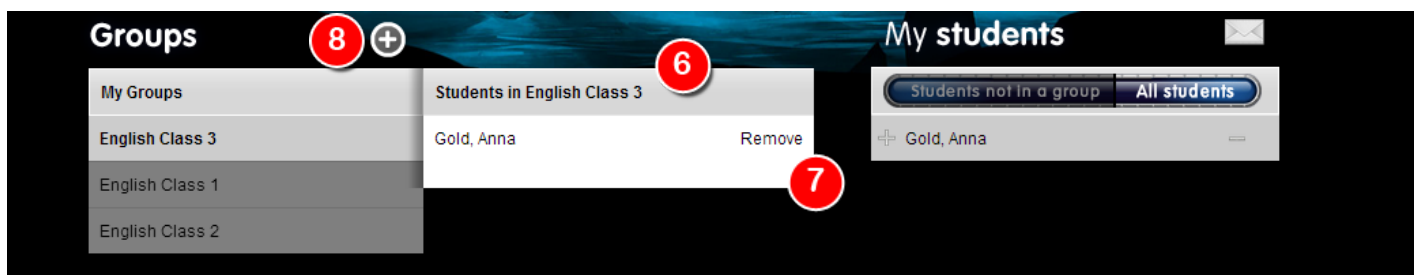
The group will be listed under **Groups**.



- 3 Students who have connected to you will appear automatically in the far-right column titled **My students**.
- 4 Select a group.
- 5 Click the **+** symbol next to a student's name to add him/her to your selected group.

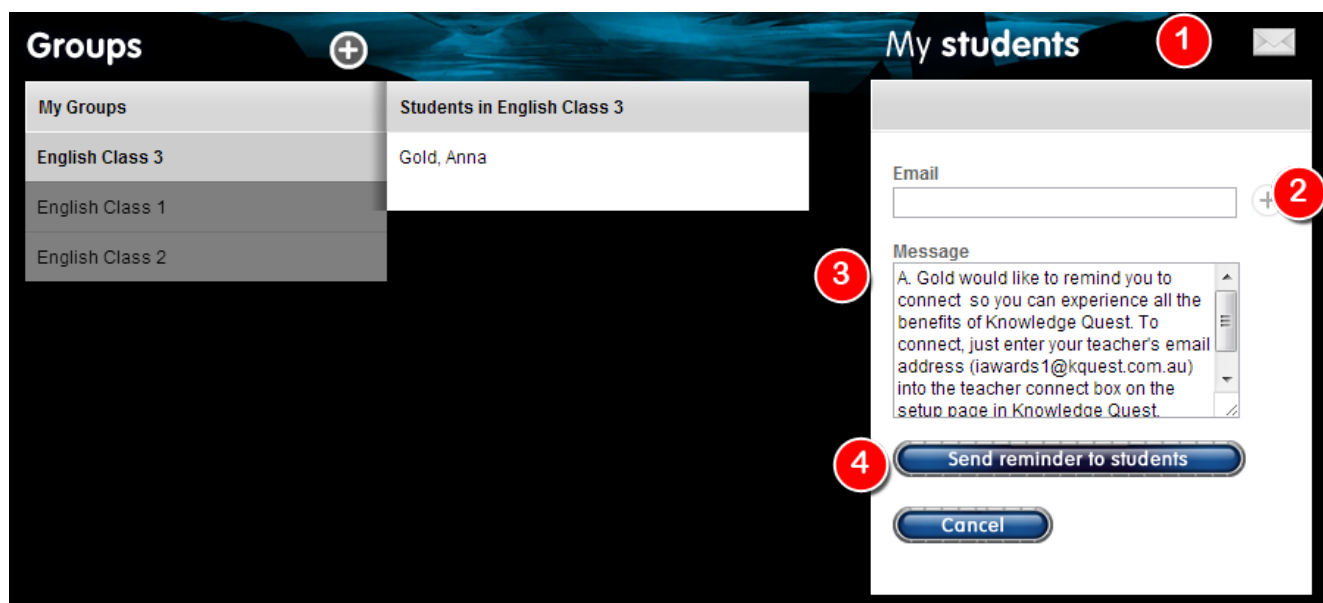


- 6 The student/s will appear in the middle column titled **Students in <group name>** and will be greyed out in the right-hand column to indicate they have been added to the group.
- 7 To remove students from the group, hover your mouse over the middle column with the students' names and **Remove** will appear next to all names. Click **Remove** for each student you wish to delete from your selected group.
- 8 To add further groups, select the **(+)** icon next to the Groups heading.



Send email reminder to students

- 1 Select the  (envelope) icon in the **My students** panel.
- 2 Enter the email address of the student/s. Click the **+** icon to add each.
- 3 You can change the contents of the default system message if desired.
- 4 Select **Send reminder to students**.



Deleting and editing existing groups

To edit or delete an existing group, hover your mouse over the group name and **Edit | Delete** will appear.

- 1 Select **Delete** to delete a group.
- 2 To change the name of a group select **Edit**,
- 3 type in the new name for the group and select **Save**.



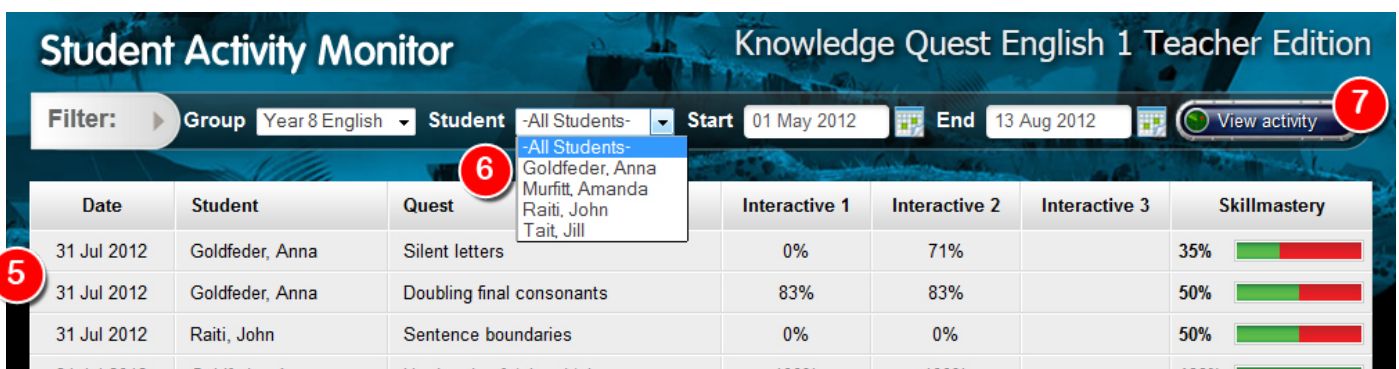
Monitoring students

You can monitor students' progress using your Knowledge Quest Teacher Edition in a variety of ways. **Monitor** enables you to view the Knowledge Quest activity of any connected student for any period in the subscription.

- 1 Select **Monitor** in Knowledge Quest Teacher Edition.
- 2 Select a group (e.g. English Year 7) from the drop-down box in the Filter bar.
- 3 Use the date selectors to select the preferred Start and End date.
The time period in the Monitor defaults to the previous seven (7) days.
- 4 Select **View activity** to apply the filter.



- 5 A **Student Activity Monitor** feed consisting of each quest completed by your students will display for the selected dates. For each entry you will find, shown as a percentage:
 - the number of correct answers in the text-based interactives
 - the score achieved in the Skillmastery test.
- 6 To view the activity of specific students, select the relevant name from the drop-down.
- 7 Select **View activity** to apply the filter and view all assessment tasks submitted by individual students.



Student Performance Reports

Data in the **Report** area of your Knowledge Quest Teacher Edition enables you to check and review student achievement when they complete quests within their Student Edition.

You can:

- identify the strengths and weaknesses of individual students, small groups and entire classes at a global (e.g. module) and/or granular level (e.g. concept)
- compare the achievement of individual students at a global and/or granular level
- use the data to pinpoint feedback to individual students

The data for any report viewed in your teacher edition can be printed or exported in Excel format.

To create a Student Performance Report:

- 1 Select **Report** in your Knowledge Quest Teacher Edition.
- 2 The default on-screen report will display for All students.
- 3 Select an **arrow** to expand a Module or Topic to view results in more detail.
- 4 Select the **Compare students** icon  to compare students for Module, Topic or Concept.
- 5 Select the **Group** drop-down menu to change class groups.
- 6 Select the **Student** drop-down menu to create a report for individual students.



The screenshot shows the Knowledge Quest English 1 Teacher Edition interface. At the top, a navigation bar includes 'My groups', 'Monitor', 'Report' (highlighted with a red box and callout 1), 'Downloads', 'Help', 'Game', 'Bookshelf', and 'Logout'. Below this, the title 'Student Performance Report' is displayed. A filter bar shows 'Filter: Group -All Groups- Student -All Students-' (with callouts 5 and 6). The main content area is a table with columns: Content, Interactive 1, Interactive 2, Interactive 3, and Skillmastery. The table lists various grammar topics and their corresponding achievement percentages. A red box highlights the 'Compare students' icon (two people) in the 'Content' column, with callout 4. Callout 3 points to the expandable arrow next to 'Module: Grammar'. Callout 3 also points to the expandable arrow next to 'Topic: Nouns'. The table data is as follows:

Content	Interactive 1	Interactive 2	Interactive 3	Skillmastery
Module: Grammar	43%	31%	-	49%
Topic: Nouns	59%	41%	-	73%
Quest: Common nouns	48%	35%	-	62%
Quest: Proper nouns	62%	38%	-	71%
Quest: Concrete nouns	48%	31%	-	70%
Quest: Abstract nouns	78%	58%	-	88%
Topic: Pronouns	69%	67%	-	70%
Topic: Adjectives	71%	59%	-	76%
Topic: Verbs	44%	23%	-	64%

Exporting and printing reports

Once you have created a Student Activity Monitor or Student Performance Report, the data for any report viewed in your teacher edition can be exported and downloaded in Excel (.xls) format or optimized for printing.

Once you have created and filtered your desired report:

- 1 Click the **Export** button located at the bottom of the on-screen report to export a spreadsheet version of the displayed data.
- 2 Click the **Print** button to create an optimised version of the on-screen data for printing.

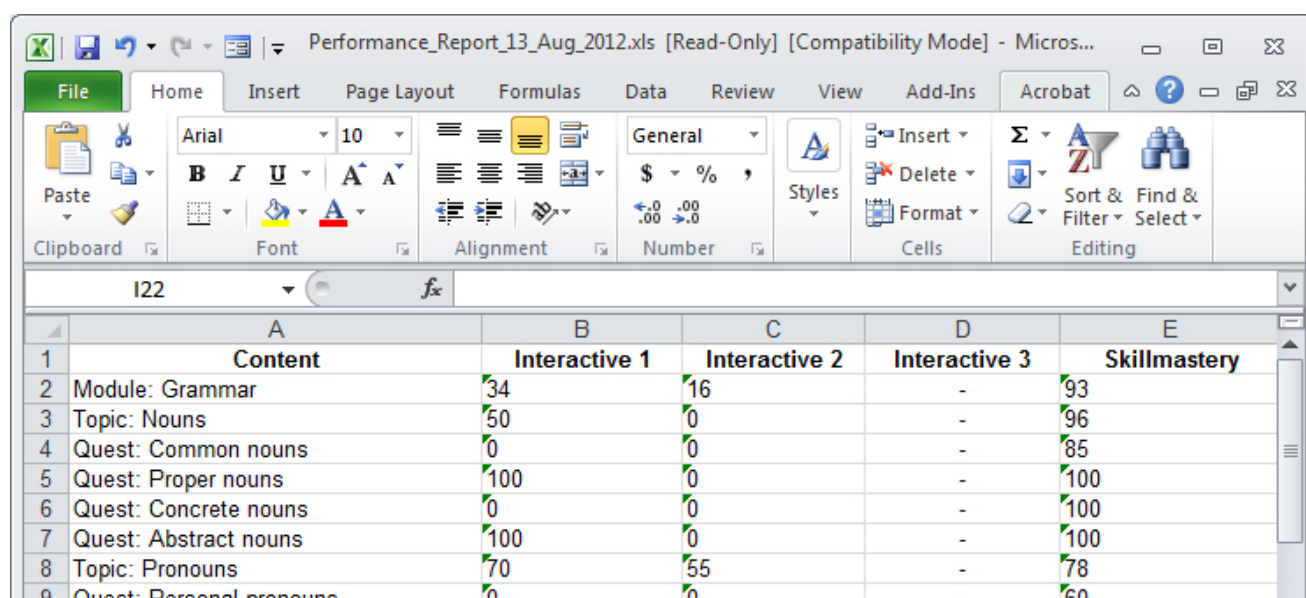
Topic: Generalisations and exceptions		50%	0%	-	85%	
Module: Vocabulary				-	not attempted	
Module: Reading Comprehension				0%	not attempted	

1

Export

2

Print



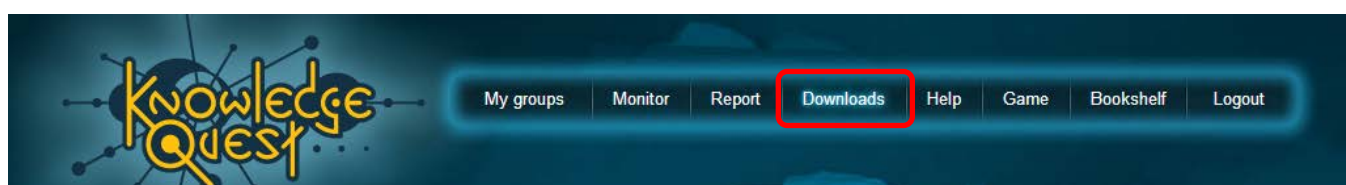
	A	B	C	D	E
1	Content	Interactive 1	Interactive 2	Interactive 3	Skillmastery
2	Module: Grammar	34	16	-	93
3	Topic: Nouns	50	0	-	96
4	Quest: Common nouns	0	0	-	85
5	Quest: Proper nouns	100	0	-	100
6	Quest: Concrete nouns	0	0	-	100
7	Quest: Abstract nouns	100	0	-	100
8	Topic: Pronouns	70	55	-	78
9	Quest: Personal pronouns	0	0	-	60

Downloadable teacher resources

The **Downloads** section of your Knowledge Quest Teacher Edition contains downloadable documents and teacher resources.

In the **Manuals & guides** category you will find User Guides for the Knowledge Quest Student and Teacher Editions as well as a guide for school System Administrators to assist in the integration of Knowledge Quest within a school infrastructure.

In the **Skillmastery tests** category you will find three customisable sets of Skillmastery questions and answers.



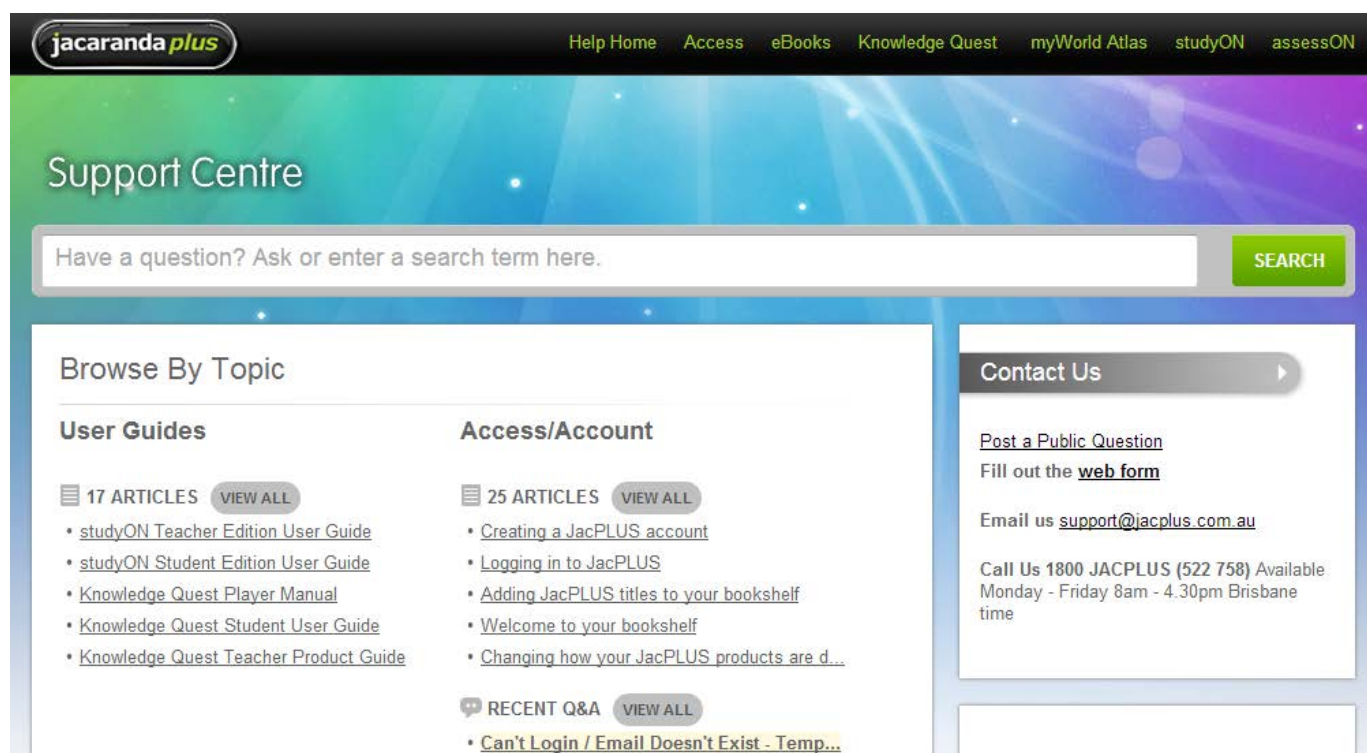
Support

Jacaranda provides you with 24-7 digital support through our comprehensive **online support centre**.

The new JacarandaPLUS digital support center enables you to:

- view answers to frequently asked questions about JacarandaPLUS and our digital resources access product user guides
- search information using keywords
- post questions.

Access the Jacaranda Support Centre at <http://jacplus.desk.com>



The screenshot shows the JacarandaPLUS Support Centre interface. At the top is a navigation bar with links: Help Home, Access, eBooks, Knowledge Quest, myWorld Atlas, studyON, and assessON. The main header area has a large 'Support Centre' title and a search bar with the placeholder text 'Have a question? Ask or enter a search term here.' and a green 'SEARCH' button. Below the search bar, the content is organized into sections. On the left, under 'Browse By Topic', there are two columns: 'User Guides' with 17 articles and a 'VIEW ALL' button, and 'Access/Account' with 25 articles and a 'VIEW ALL' button. The 'User Guides' list includes links for studyON Teacher Edition User Guide, studyON Student Edition User Guide, Knowledge Quest Player Manual, Knowledge Quest Student User Guide, and Knowledge Quest Teacher Product Guide. The 'Access/Account' list includes links for Creating a JacPLUS account, Logging in to JacPLUS, Adding JacPLUS titles to your bookshelf, Welcome to your bookshelf, and Changing how your JacPLUS products are displayed. Below these is a 'RECENT Q&A' section with a 'VIEW ALL' button and a link for 'Can't Login / Email Doesn't Exist - Temp...'. On the right side, there is a 'Contact Us' section with a right-pointing arrow. It contains links for 'Post a Public Question' and 'Fill out the web form', an email address 'support@jacplus.com.au', and a phone number '1800 JACPLUS (522 758)' with availability details: 'Monday - Friday 8am - 4.30pm Brisbane time'.

For further Knowledge Quest support



<http://jacplus.desk.com/>



support@jacplus.com.au



1800 JACPLUS (522 7587)